

CLASS TITLE:

**CERTIFIED OCCUPATIONAL
THERAPY ASSISTANT
(COTA)**

Class Code: 02802100

Pay Grade: 20A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform routine occupational therapy treatment procedures on patients or clients as determine by a Registered Occupational Therapist (OTR); and to do related work as required.

SUPERVISION RECEIVED: Works under the general and specific direction of a Registered Occupational therapist of medical staff; work is subject to review through reports, conferences and observation for conformance to therapeutic standards.

SUPERVISION EXERCISED: May directly supervise patients or clients in therapeutic exercise or other occupational therapy modalities designed to meet specific therapeutic goals.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform routine occupational therapy treatment procedures on patients/clients as determined by an OTR.

To assist with the preparation of occupational therapy treatment modalities.

To assist in developing individual patient/client evaluation and treatment plans and techniques.

To monitor and assess patient/client performance and progress under the supervision of an OTR.

To recommend to an OTR the modification and/or termination of treatment services.

To instruct patients/clients in the appropriate use of adaptive devices.

To observe safety precautions and keep occupational therapy evaluation and treatment areas in good order.

To prepare and maintain treatment records.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A familiarity with occupational therapy treatment, equipment, accessories, modalities and precautions as applied to patients/clients; the ability to gain and maintain cooperation and confidence of patients/clients; the ability to follow specific oral and written directions from registered occupational therapists and/or medical staff; the ability to assist the registered occupational therapist in achieving patient goals; the ability to report patient/client status as necessary; the ability prepare and maintain treatment records; the ability to participate and report at team conferences; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through graduation from a certified occupational therapy assistant program approved by the American Occupational Therapy Certification Board and

Experience: Such as may have been gained through: One (1) year of employment in an occupational therapy program in a public or private hospital, rehabilitation center or similar institution.

Class Created: September 19, 1993

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